

Division of Behavioral Health Services

Division of Compliance

150 North 18th Avenue, Suite 260
Phoenix, Arizona 85007
(602) 364-4670
(602) 364-4762 FAX
Internet: www.azdhs.gov

JANET NAPOLITANO, GOVERNOR
SUSAN GERARD, DIRECTOR

TO: RBHA and TRBHA CEOs and Medical Directors

FROM: Jennifer Vehonsky
Acting Division Chief, Bureau of Compliance

SUBJECT: **Policy Clarification: PROOF OF CITIZENSHIP REQUIRED EFFECTIVE JULY 1, 2006**

DATE: May 8, 2006

This memorandum is to notify RBHA and TRBHA staff, Medical Directors and Clinical staff of a new eligibility requirement for Arizona Health Care Cost Containment System (AHCCCS) health insurance (Title XIX and Title XXI). The Deficit Reduction Act of 2005 (DRA) requires that effective on July 1, 2006, all applicants and recipients of AHCCCS health insurance must provide documentation to prove United States citizenship and identity. Individuals currently receiving AHCCCS health insurance will be required to provide documentation to prove United States citizenship at the time that their eligibility is renewed.

The AHCCCS Administration (AHCCCSA) and the Department of Economic Security (DES) will be notifying current recipients of this new eligibility requirement through member notices, flyers, and posters at service sites. The Arizona Department of Health Services/Division of Behavioral Health Services (ADHS/DBHS), in cooperation with AHCCCS and DES, is notifying staff to ensure that staff and providers are aware of this new requirement.

It is the Department's expectation that appropriate T/RBHA and/or provider staff (case managers, clinical liaisons, etc.) will help applicants and recipients of Title XIX and Title XXI services gather the required documentation to establish or maintain eligibility.

Individuals receiving Supplemental Security Income (SSI cash - Title XVI) benefits through the Social Security Administration have previously met the citizenship documentation requirement. These individuals will not be required to provide further proof of citizenship during the application or renewal process.

Satisfactory documentation of citizenship consists of either:

- A primary verification document such as a U.S. passport or Naturalization certificate; OR
- A secondary verification document such as a birth certificate or a Report of Birth Abroad form; AND
- Proof of personal identity.

The Department is aware that the following documents satisfy the requirement to document U.S. citizenship and identity:

- A United States Passport;
- U.S. Certificate of Naturalization (Form N-550 or N-570);
- Certificate of United States Citizenship (Form N-560 or N-561); and
- A signed affidavit from a blood relative or legal guardian for a child under age 19, if the other documents are not available.

If the individual does not have one of the primary verification documents listed above, they will need to provide a valid ID to assist in the proof of citizenship. The following is a partial list of acceptable documentation.

Provide one item from this list (Proof of citizenship, but not of identity)	and one item from this list (Proof of identity)
<p>U.S. Birth Certificate</p> <p>Hospital record of birth made at the time of birth in one of the 50 States, the District of Columbia, Puerto Rico (on or after 1/13/1941), Guam (on or after 4/10/1899), the U.S. Virgin Islands (on or after 1/17/1917), American Samoa, Swain's Island, or the Northern Mariana Islands. (Unless the person was born to foreign diplomats residing in one of the preceding jurisdictions of the U.S., such individuals are not citizens of the United States.)</p> <p>A religious record of birth recorded in the United States or its Territories within 3 months of birth, which indicates a U.S. place of birth. The document must show either the date of birth or individual's age at the time the record was made.</p> <p>A Report of Birth Abroad of a U.S. Citizen (Form FS-240). A Certification of birth issued by the Department of Homeland Security (DHS form FS-545 or DS-1350).</p> <p>U.S. Citizen ID card (DHS Form I-197)</p> <p>A Northern Mariana Identification Card (Issued by the INS to a collectively naturalized citizen of the United States who was born in the Northern Mariana Islands before November 3, 1986.)</p> <p>Adoption records</p> <p>An American Indian Card issued by the Department of Homeland Security with the classification code "KIC". (Issued by DHS to identify U.S. citizen members of the Texas Band of Kickapoos living near the U.S./Mexican border.)</p> <p>An affidavit made by 2 blood relatives of the applicant or recipient who have personal knowledge of the event(s) establishing the applicant's claim of citizenship. For example, the date and place of the applicant's birth in the United States.</p>	<p>A State Driver's License bearing the individual's picture</p> <p>A State issued ID card issued to a non-driver bearing the individual's picture, for which the State required proof of identity as a condition of issuing the identity document.</p> <p>School ID card with a photograph</p> <p>Voter registration card</p> <p>U.S. military card of draft record</p> <p>Identification card issued by federal, state, or local government agencies</p> <p>Military dependent's identification card</p> <p>Native American tribal document</p> <p>U.S. Coast Guard Merchant Mariner Card</p> <p>Driver's license issued by a Canadian government authority</p> <p>School Record or report card</p> <p>Clinic doctor or hospital record</p> <p>Daycare or nursery school record</p> <p>Other official picture ID such as from an employer or the military.</p>

The above guidelines are subject to change based on final policy or when CMS interim regulations are published.

If the individual does not have at least one document from each list above, the AHCCCS or DES Eligibility Specialist may be able to help find out what other documents can be used to prove U.S. citizenship.